**Request for Information**

This form must be completed by a member of staff with the appropriate authority to do so.

The information supplied in this form will be used to improve your experience with CMD. For information on our [Privacy Policy, click here](https://www.cmd-ltd.com/about/privacy-cookie-policy/) or alternatively email marketing@cmd-ltd.com.

1. **Company Details**

|  |  |
| --- | --- |
| Registered Company Name |       |
| Trading Name *(If different to Company Name)* |       |
| Registered Company Address |       |
| Company Registration Number |       |
| VAT Number |       |
| Primary Telephone Number |       |
| Primary Fax Number |       |

1. **Contact Details**

Please provide a primary contact for each of the following:

**External Sales**

|  |  |
| --- | --- |
| Name |       |
| E-Mail Address |       |
| Telephone Number |       |

**Customer Service**

|  |  |
| --- | --- |
| Name |       |
| E-Mail Address |       |
| Telephone Number |       |

**Delivery**

|  |  |
| --- | --- |
| Name |       |
| E-Mail Address |       |
| Telephone Number |       |

**Invoicing**

|  |  |
| --- | --- |
| Name |       |
| E-Mail Address |       |
| Telephone Number  |       |

1. **Sales Order Acknowledgement & Invoice E-mails**

Provide one primary email address only for:

|  |  |
| --- | --- |
| Sales Order Acknowledgements |       |
| Invoices |       |

**NB.** These email addresses will be the only addresses used to send sales order acknowledgements or invoices. If you require sending to an alternate email address, this will be actioned on request.

1. **Delivery Address(es)**

**Primary Delivery Address**

|  |  |
| --- | --- |
| Primary Delivery Address |       |
| Delivery Restrictions |       |

**Second Delivery Address**

|  |  |
| --- | --- |
| Delivery Address |       |
| Delivery Restrictions |       |
| **Third Delivery Address** |  |
| Delivery Address |       |
| Delivery Restrictions |       |

1. **Consolidated Delivery Date**

If not already organised with CMD, would a consolidated delivery date be a consideration for one or all the delivery addresses listed?

**Once you have completed this form please send it back to** **customer-rfi@cmd-ltd.com**

May we take this opportunity to ask you that you update your internal records as follows:

All purchase orders to be sent to – sales@cmd-ltd.com

All order management enquiries to be sent to – customerservices@cmd-ltd.com